

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



178  
L 6 14

UNITED STATES DEPARTMENT OF AGRICULTURE  
Library  
Washington, D. C.

January 27, 1947

LIBRARY CIRCULAR NO. 7 (REVISED)

Interlibrary Loans

Publications in the Department of Agriculture Library will be made available for interlibrary loan in Washington under the following conditions:

1. Borrowing libraries will please request from this library only those publications which are not generally available from other libraries in Washington.
2. Borrowing libraries will verify references before requesting loans. This library will not make searches to verify incorrect references unless borrowing library has exhausted its resources and summary of sources searched is given with request. Periodical references should be complete, giving volume, date, pagination, author and title, if possible.
3. Borrowing libraries will submit requests in writing or in person by a member of the borrowing library's staff. Telephone requests are to be made only in cases of emergency.
4. Books out on loan, in use, or at bindery will not be reserved. Books from the reference collection and foreign statistical publications are not available for loan.
5. Borrowing libraries are requested to order microfilm or photostats in lieu of interlibrary loans of periodicals insofar as possible.
6. An individual may borrow material from this library only upon presentation of an authorizing letter, in duplicate from his librarian.
7. Interlibrary loans are subject to immediate recall when required by this library. Books recalled must be returned within 24 hours.
8. Borrowing libraries failing to return interlibrary loans on date due will have their borrowing privileges cancelled until records are satisfactorily cleared by this library.

Ralph R. Shaw  
The Librarian

*File 2*  
*2 All Chap 2*  
*see 5*

